



WASHINGTON STATE LEGISLATURE

Legislative Page School Teacher

The Washington State Legislature is recruiting to fill a temporary *Legislative Page School* Teacher position in Olympia during the 2014 legislative session. During each week of the session, approximately 50 students ages 14-16 are chosen from across the state to serve as legislative pages. Pages assist with the Legislature's work by making deliveries and performing other tasks. In addition, pages spend two hours each day attending Page School. Page School is intended to be an interactive, stimulating opportunity for pages to learn about the Legislature's role, its process, and its participants.

The Legislative Page School Teacher position was established for the purpose of supervising students within the classroom and other assigned areas, developing lesson plans, and delivering group and individual student instruction within established curriculum guidelines. The page school teacher supervises an assistant teacher, collaborates with other professional staff as well as House and Senate administrations in addressing instructional and/or classroom issues. This position must also respond to a wide range of inquiries from students' parents/guardians regarding the program. Find out more about the page school curriculum and activities by visiting <http://www.leg.wa.gov/PageSchool/Pages/default.aspx>.

Desired Qualifications:

- Bachelor's degree in Political Science, Education, Communications, History, or related field.
- Direct experience with civic studies, Washington legislative process, and familiarity with Washington state government.
- Possess the experience, skills, and enthusiasm needed for teaching and working with high school/middle school students.
- Excellent written and oral communication skills.
- Notable organizational ability.
- Proficiency interacting with both electronic and print resources.
- Experience with Microsoft Office and legislative applications/websites desirable.
- Ability to work cooperatively and collaboratively with multiple groups in a fast-paced environment.
- Exhibit the following characteristics: good time-management, organizational and administrative skills, sound judgment, ability to manage multiple tasks, good communication skills, ability to be flexible and work well with others, and a commitment to student interaction.

Principle Duties:

- Supervise and share responsibilities with Assistant Page School Teacher.
- Implement and evaluate the page school curriculum.
- Convey knowledge of representative democracy and legislative process to pages.

- Create the weekly page school newsletter.
- Coordinate weekly guest speakers.
- Prepare material for presentations.
- Maintain a classroom that is safe, intellectually stimulating and respectful.
- Assist pages in the use of electronic mediums to access available resources.
- Work cooperatively with other legislative staff and outside groups.

Salary:

Commensurate with qualifications. This position is exempt from civil service and does not include healthcare or retirement benefits due to the temporary status of the job.

Duration of Employment

Approximately January through March 2014.

Application Procedure

Submit the following information:

- Letter of interest, *specifically addressing the desired knowledge, skills, and abilities.*
- A resume listing names of current and past employers, dates of employment, job titles, and nature/purpose of jobs held.
- A minimum of three employment references with telephone numbers and addresses.

Complete application packets must be received no later than 5 p.m. on November 1, 2013.

Please send application (electronic application is preferred) and direct questions to:

Chief Clerk's Office
Attn: Greg Payne
P. O. Box 40600
Olympia, WA 98504-0600
(360) 786-7750
Greg.Payne@leg.wa.gov

The Washington State Legislature is an equal opportunity employer. Women, racial and ethnic minorities, veterans, persons with disabilities, and disabled veterans are encouraged to apply.